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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THRU : Chief, Operations School

DATE: 7 July 1959

FROM : Chief, Field Training

25X1A

SUBJECT: Weekly Activities Report #26, Field Training, [REDACTED]
Period 29 June to 2 July 1959

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1. [REDACTED] program gained momentum during the reporting week, and it is amazing to see the amount of improvement in individual cases after just three separate four-minute presentations.

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Three group sessions were held during the week, each lasting two or more hours and each devoted to a different exercise. The first required the use of a training aid; the second entailed an extemporaneous presentation, the subject of which was assigned by [REDACTED], allowing only fifteen seconds for the preparation; 25X1A the third concerned telling a story with a moral. Each speaker was critiqued immediately after his presentation, first by the members of the audience and then, by [REDACTED]. Due to the work load of the staff, the attendance varied as far as individuals were concerned. Except for the CFA and SOC staffs who were engaged full time in a going program, all staffs were well represented; the former will be given the same general program in subsequent weeks.

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The staff, as a whole, is highly receptive to the ideas and advice which [REDACTED] is giving out, and, in some cases, individual members are almost eager in their desire to participate. We would unhesitatingly state that the Field Training staff should be noticeably more effective by the time this program ends, and we are already considering what steps should be taken to assure maintenance of the level attained and how to make use of the Doctor's good work with new instructors joining the staff.

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2. [REDACTED] spent the period, 30 June through 2 July, [REDACTED] for the purpose of familiarizing himself with certain aspects of the Operations Course, particularly with the sequence of the major subjects and the application of the Tradecraft skills and techniques in the live problems. It is our [REDACTED]

It is our opinion that exchanges of materials and ideas such as this are most important and worthwhile in establishing a common base for good instruction in the variety of OTR programs. We encourage more

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of the same and will certainly do our utmost to foster the continued cross fertilization. 25X1A

25X1A 3. We were pleased to see Mrs. [REDACTED] who spent
25X1A 1 July at Field Training to discuss the clerical personnel situation
with us and to show [REDACTED] a couple of prospective candidates,
[REDACTED] for assignment. She was also accompanied
25X1A [REDACTED] OP/TR who was getting her first look at
[REDACTED] in addition to probably checking up on her husband who
is a member of OC #8. Nancy and her temporary predecessor,
[REDACTED] have done well by Field Training, and, as a result,
our problems in the secretarial and clerical area are very minor.
Not only have replacements been available in good time but there
appears to be a sufficient number of suitable candidates in the
pipe-line in order to take care of our requirements for the balance
of the year. 25X1A

25X1A While here, Mrs. [REDACTED] was shown the contemplated BOQ
arrangements for single girls and we had quite a discussion about
the subject in general. As you know, we are going ahead with the
renovation of one wing [REDACTED] with the expectation that
some time in the not too distant future, [REDACTED] will be available
for staff housing. Although there are many pros and cons on this
25X1A subject, everybody was in agreement that the major factor was one
of comparison, i.e., the homelike qualities [REDACTED]
[REDACTED] Actually, with the increase in the number of
bachelor girls who are replacing staff wives, a move of this kind
would shortly be a necessity. 25X1A

4. Personnel

[REDACTED]

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C. Mr. [REDACTED] arrived on 30 June also for the purpose of getting acquainted with the personnel and functions of Field Training and to look into the housing situation. As you know, Don was initially considered for the CFA staff. Since his arrival, he has indicated a desire to teach in the Operations Course, and, tentatively, [REDACTED] has accepted him pending a review of his file.

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[REDACTED]

RJS:rb